

Bond Election Advisory Task Force

1st Meeting of the Task Force

*December 14, 2011, 6:00 pm
One Texas Center
505 Barton Springs Rd.*

Agenda

- Welcome & Introductions
- Staff Briefings:
 - BEATF charge
 - Bond Development Process & proposed BEATF Schedule
 - Ethics & Conflict of Interest Rules
 - Open Meetings Act & Legal Considerations Regarding Use of City Resources
 - Draft Bylaws and procedures
- Action items:
 - Election of Officers
 - Draft bylaws
 - Establish meeting procedures
 - Set meeting schedule
 - Next Meeting's Agenda

Welcome & Introductions

- Bond Election Advisory Task Force Members
- City Staff
 - Mike Trimble, Capital Planning Officer
 - Molly Scarbrough, Primary Staff Liaison
- Thank you for your service to the City of Austin!

Council Directive

- Oct. 6, 2011 Council Resolution
- Established Bond Election Advisory Task Force (BEATF)
- Imagine Austin sets vision for Austin development and coordinated investment.
- Timely and adequate investment in infrastructure to accommodate growth.
- Future bond election should advance the vision set out by Imagine Austin Comprehensive Plan.
- Funding priorities recommended by City staff.

Task Force Charge

- Develop recommendations for projects for potential bond funding that will advance the vision of Imagine Austin
- Work within the scope of a needs assessment and funding priorities to be recommended by City staff
- Attend City Council public briefings on bond-related information
- Conduct regular open and posted meetings to maximize citizen engagement
- Ensure recommended projects have adequate funding (estimated project costs not reduced by BEATF)
- The Task Force will dissolve upon City Council's adoption of the ballot language for the bond election.

Bond Development Process

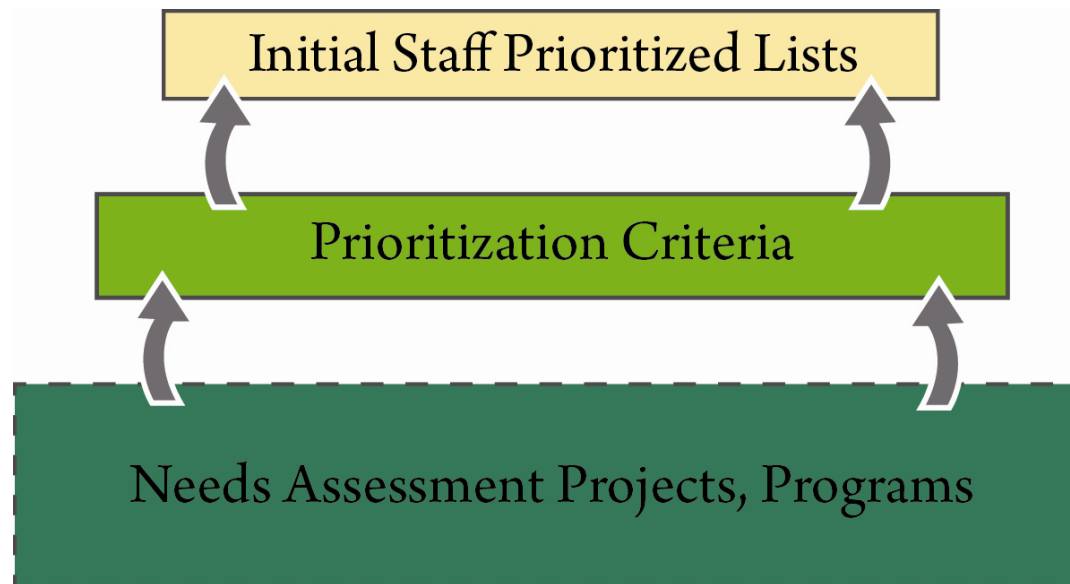
- **December 8:** Council approves Guiding Principles and associated funding criteria
- **December 15:** Needs Assessment/Debt Capacity briefing to Council
- **December/January:** Staff applies guiding principles and associated criteria to Needs Assessment projects/programs.
- **January:** Staff formulation of initial staff prioritized lists; BEATF organization; begin community engagement.
- **February:** Staff provides initial prioritized project lists to BEATF
- **February to April:** BEATF consideration of prioritized project lists; receives input from public, other Boards and Commissions.
- **May/June:** BEATF provides recommendations; staff recommended-bond package to Council
- **August** – Council action to authorize bond election, set date, and approve final ballot language

Proposed BEATF Schedule – December/January

- Organization & background info
 - Attend/review Council briefings
 - Dec. 8: Guiding Principles & Funding Criteria
 - Dec. 15: Needs Assessment & Bond capacity
 - www.austintexas.gov/channel6
 - Elect officers, set calendar
 - Overview presentations by staff at BEATF meetings
 - BEATF charge, bond development process, ethics, legal considerations
 - Capital Improvement Program (CIP)/Bonds 101
 - Debt capacity and bond finance dynamics
 - Bond development community engagement strategy
 - Imagine Austin
 - Project Connect/CAMPO Transit working group
 - Guiding principles/funding criteria & needs assessment

Proposed BEATF Schedule February

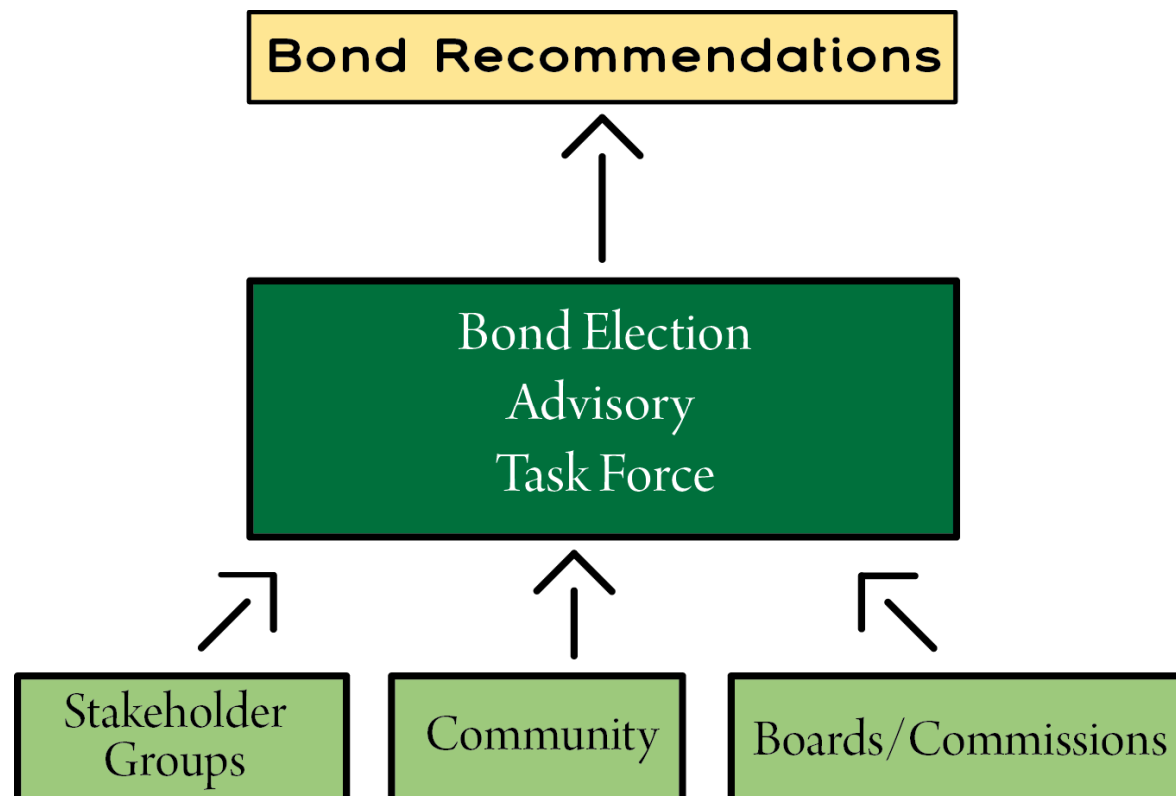
- BEATF receives initial staff project lists



- Organizes to further consider project/program categories

Proposed BEATF Schedule February-April

- BEATF considers prioritized project lists; receives input from public, other Boards and Commissions.



Community Engagement

- **Allow all Austinites to provide input and participate in the bond development process.**
 - Bond Election Advisory Task Force serves as central point of contact for input from community and Boards/Commissions.
 - In-person at BEATF meetings.
 - At special events.
 - Online through SpeakUpAustin.
 - Website updates: www.austintexas.gov/cip
 - Proposed community engagement/outreach strategy will be presented to BEATF in January

BEATF role in community engagement

- **Consider community input in your deliberations**
 - Distinguish between "delegate" who serves as mouthpiece for particular constituency and "trustee" who listens to public and exercises best judgment.
 - BEATF is designed to utilize feedback from public and from staff in deliberations and use best judgment to produce recommendations.
- Share information and encourage public participation in the bond development process
- Attend community engagement activities
- Consider opportunities to volunteer at events

Proposed BEATF Schedule

May

- BEATF deliberations, formulation of recommendations
 - Typically provided in form of letter or report to Council and staff

Proposed Calendar

- See handout for proposed BEATF meeting dates/options
 - Suggest BEATF meet every other week to accomplish tasks
 - Open to the public
 - Evenings usually better for most citizens to be able to attend (6:00 or 6:30pm)
 - Meetings taped by Channel 6
 - City Hall Boards & Commissions room best for video
 - Consider holding some BEATF meetings in locations around the city.
 - Suggest holding one meeting north, south, east, west
- If BEATF forms committees, add to meetings to the schedule
- Set next BEATF meeting today
 - Suggest Monday, January 9, 2012 (either One Texas Center or Town Lake Center)

Briefing

- Ethics & Conflict of Interest Rules
*Presentation by John Steiner, Law
Department*

Briefing

- Open Meetings Act & Legal Considerations Regarding Use of City Resources

Presentation by Leela Fireside, Law Department

Draft Bylaws

- Draft bylaws based on City template for Boards & Commissions
 - Article 1: Name
 - Article 2: Purpose & Duties
 - Article 3: Membership
 - Article 4: Officers
 - Article 5: Duties of Officers
 - Article 6: Agendas
 - Article 7: Meetings
 - Article 8: Committees/Working Groups
 - Article 9: Parliamentary Authority
 - Article 10: Amendment of Bylaws

Other Meeting Procedures

- Consider use of neutral staff facilitator for meetings
 - Enables chair and vice-chair to provide input on process and then participate fully in deliberations without concern about staying neutral.
 - Helps ensure commitment to efficient, fair, inclusive process
- BEATF define its own ground rules for proceedings
 - Ensures that meetings will flow according to the expectations of the members.
 - Rule examples include:
 - ask to be recognized before speaking
 - remain focused on agenda item at hand and meeting objective
 - focus comments on issues (rather than individuals)

Next Meeting's Agenda

- Proposed agenda:
 - Complete any pending items from this meeting
 - Staff briefings:
 - CIP/Bonds 101
 - Debt presentation and bond finance dynamics
 - City financial policies/budget considerations
 - Community engagement strategy
- Other items?

Action Items

- A. Election of officers
- B. Adoption of bylaws
- C. Establish meeting procedures
- D. Set meeting schedule
- E. Next meeting's agenda